



ENCROACHMENT PERMIT FORM

CITY OF SOUTH LAKE TAHOE RESIDENTIAL
 (Single Family or Duplex)
 APPLICATION/PERMIT TO ENCROACH ON RIGHT-OF-WAY

SITE ADDRESS: _____ APN: _____ PERMIT#: _____

PROPERTY OWNER INFORMATION

NAME: _____
 ADDRESS: _____
 PHONE: _____ EMAIL: _____

CONTRACTOR INFORMATION

*I certify that I have a C12 license and have a Certificate of Liability Insurance on file with the City, listing the City as additional insured, and this allows me to work in the City's right-of-way. **City Liability Insurance and Contractor license must be on file with the City of South Lake Tahoe and must remain current throughout the paving season.***

Name of C-12 Contractor: _____ Phone: _____
 C-12 Contractor's License #: _____ C.S.L.T. Business License #: _____
 Print Name: _____ Signature: _____ Date: _____

Remove and replace: no change in size New: 400 sq. ft. maximum without TRPA permit

** If over 400 sq. ft.: stop and submit the [Residential Submittal Checklist](#) as a Plan Review*

City Ordinance, Section E, 7.05.200 and Section 2, 6.10.340 require 6" base rock in City Right-of-Way.

**** SUBMIT PROPOSED DESIGN ON BACK OF THIS APPLICATION OR ON PLANS ****

Application must be approved, and hard card issued PRIOR to start of work.

Once approved, hard card may be picked up at the Development Services Center: 1052 Tata Lane.

****ALL PERMITS MUST BE FINALED. PERMIT EXPIRES AFTER 12 MONTHS. ****

Schedule an inspection [online](#), via phone: (530) 542-6017, or by scanning QR Code with your Smart Phone:



STAFF USE ONLY

Fee: _____ Permit #: _____ Date Issued: _____
 Special Conditions: _____
 Approved by Building Inspector: _____

	Date	Inspector	Comments
Pregrade Inspection			
Final			



ONE TIME CREDIT CARD PAYMENT AUTHORIZATION FORM

Credit Card Authorization Form may be used for immediate project intake.

Fees may alternatively be calculated by staff at intake. Project cannot be taken in until fees are collected. For assistance in calculating your fees prior to project submittal, please contact the Permit Center.

ADDRESS OF PROPERTY _____

APN _____ UNIT # _____

Sign and complete this form to authorize City of South Lake Tahoe to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I, _____, authorize **City of South Lake Tahoe** to charge my credit
(full name)

card for the permit in which I am applying, on or after _____. This payment is for

(Select one): Building Permit Planning Permit Hosted Rental/QVHR Permit

at _____
(Property Address)

Billing Address _____ Zip _____

Cardholder Name _____

Card Number _____ Expiration Date _____

CVV2 (3 digit number on back of Visa, MC, Discover; 4 digits on front of AMEX) _____

SIGNATURE: _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.